

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND AMANAGEMENT OF INMATES	SUPRSEDES: AR 525 (12/1/88) IB 92-29 (10/6/92)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 525 PRISON INDUSTRY CLASSIFICATION TEMP	EFFECTIVE DATE: 04/05/04

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	<u>MANDATORY REVIEW DATE</u>	<u>12/30/05</u>

PURPOSE

To set forth guidelines within which inmates are classified to an assignment in Prison Industries.

AUTHORITY

NRS 209.131
NRS 209.396

RESPONSIBILITY

All staff involved in the classification of inmates to Prison Industry is responsible to have knowledge of and to comply with this regulation.

DEFINITIONS

PRISON INDUSTRIES – An activity existing in a correctional system that uses inmate labor to produce goods and/or services for sale. These goods and/or services are sold at prices calculated to recover all or a substantial portion of costs associated with their production and may include a profit. Sale of the products and/or services shall be consistent with state and federal laws.

APPLICABILITY

This regulation applies to all staff and inmates involved in the classification for Prison Industry assignment.

PROCEDURE

525.01 CRITERIA

1.1 The criteria for assignment to Prison Industries (PI) requires:

- The inmate have no major violations within the previous six (6) months; and
- The inmate is functioning at a level equal to literacy per NRS 209.396.

1.2. Other objectives such as, substance abuse treatment will take precedence.

1.3 The inmate should have a minimum of twelve (12) months remaining on their sentence before they are eligible for release or minimum custody.

- Upon assignment to PI the supervisor will be advised of the eligible date for release to minimum custody.

525.02 ASSIGNMENT

1.1 Assignment to Prison Industries requires the concurrence of the PI supervisor and the Classification Committee. **(3-4403)**

1.1.1 The PI Supervisor will interview prospective workers and notify the Classification Committee of their recommendation.

1.1.2 The Classification Committee will formally assign the inmate to the Prison Industry upon notification from the PI supervisor

- The Committee will notify the PI supervisor of the decision.

1.2 Reassignment from one Prison Industry to another Prison Industry requires the concurrence of both PI supervisors and the Classification Committee.

1.2.1 It is the responsibility of the supervisor of the shop that the inmate is transferring from to notify the Classification Committee of the change in order that formal assignment of the inmate can be accomplished.

1.3 The Classification Committee should formally act upon all classification actions pertaining to the assignment of an inmate to Prison Industries within one (1) week of submission.

525.03 RECLASSIFICATION

1.1 Inmates who request reassignment from a Prison Industry program to a non-Prison Industry Program will be submitted to the Classification Committee for appropriate action.

1.2 If an inmate is removed from a PI assignment for behavior problems or security considerations, it is the responsibility of the Associate Warden of Programs or designee to notify the PI supervisor.

1.3 PI supervisors may remove inmate workers from their job for poor productivity as well as disciplinary reasons; however, only the Classification Committee can formally unassign the inmate.

1.3.1 The PI supervisor is to submit a written report to the Classification Committee stating the reasons for removal from the assignment. **(3-4403)**

1.3.2 The shop supervisor will also file a disciplinary report of the incident, if applicable.

1.3.3 If removal is for poor productivity, documentation of prior verbal and written warnings (at least one each) will be provided to the Classification Committee.

1.4 Inmates recommended for removal from PI by the industry supervisor for behavior or production related problems will be suspended without pay pending review by the Classification Committee.

525.04 SUPERVISOR'S RESPONSIBILITIES

1.1 The shop supervisor will ensure that the inmate has signed a Department Conditions of Inmate Employment, Form DOC-533 prior to the first day of work, as outlined in the Department's Administrative Regulation 258.

1.2 Inmate work good time (WGT) is to be reported by the PI supervisor to the Associate Warden of Programs pursuant to the Department's Administrative Regulation 563.

REFERENCES:

ACA Standard 3-4403

ATTACHMENTS:

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WIRTEN PROCEDURES ON THIS SPECIFIC SUBJECT.